

2012

Building 180, Room 239, Naval Surface Warfare Center - Dahlgren Division
Equal Employment Opportunity

EEO



“Success Has No Limitations”

EEO Calendar of Events

EEO Staff

540-653-0624/4015/7294

Disability Program

540-653-4015

Hearing Impaired

540-653-6483

TTY

540-653-6483 (DPM)

Retirement

540-653-3215

Training

540-653-8031

Workers' Compensation

540-653-3219

College Recruiting

1-800-352-7967

FEDERAL HOLIDAYS

New Year's Day.....Jan 2

Martin Luther King, Jr.'s

Birthday.....Jan 16

Washington's

Birthday.....Feb 20

Memorial Day.....May 28

Independence Day.....Jul 4

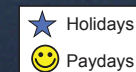
Labor Day.....Sep 3

Columbus Day.....Oct 8

Veterans Day.....Nov 12

Thanksgiving Day.....Nov 22

Christmas Day.....Dec 25



SUN	MON	TUES	WED	THUR	FRI	SAT
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8	9	10	11	12	13	14
15	16★	17	18	19	20☺	21
22	23	24	25	26	27	28
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Martin Luther King, Jr.'s Birthday

SUN	MON	TUES	WED	THUR	FRI	SAT
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African-American/Black History Month

SUN	MON	TUES	WED	THUR	FRI	SAT
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11	12	13	14	15	16☺	17
18	19	20	21	22	23☺	24
25	26	27	28	29	30☺	31

Women's History Month

SUN	MON	TUES	WED	THUR	FRI	SAT
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29	30					

Holocaust Remembrance Month

SUN	MON	TUES	WED	THUR	FRI	SAT
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27	28★	29	30	31		

Asian Pacific American Heritage Month

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SUN	MON	TUES	WED	THUR	FRI	SAT
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28	29	30	31			

National Disability Employment Awareness Month

SUN	MON	TUES	WED	THUR	FRI	SAT
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SUN	MON	TUES	WED	THUR	FRI	SAT
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National Native American Heritage Month

SUN	MON	TUES	WED	THUR	FRI	SAT
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* Women's Equality Day

SUN	MON	TUES	WED	THUR	FRI	SAT
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Hispanic Heritage Month, 15 Sep - 15 Oct

SUN	MON	TUES	WED	THUR	FRI	SAT
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27	28	29	30	31		

IMPORTANT:

To pursue a timely complaint, you have 45 calendar days to contact EEO (see back).

Complaints Officials

EEO Officer

Deputy EEO Officer

EEO Counselors

CAPT Michael Smith, USN
Commander,
Naval Surface Warfare Center,
Dahlgren Division

Tara Roane (Acting)
(540) 653-7541

Nancy Badeaux.....(540) 653-7294
Marcella Bushrod.....(540) 653-4015
Doris Wilson.....(540) 653-0624

Individual Complaints of Discrimination

Any employee or applicant for employment who believes he/she has been discriminated against because of any of the protected categories of race, color, religion, sex, national origin, physical/mental disability, age, and/or for reprisal in an employment matter, including Equal Pay Act complaints, subject to the control of the Navy - NSWCDD, must consult with an EEO Counselor prior to initiating a pre-complaint under 29 CFR 1614 in order to try to informally resolve the matter.

When an individual contacts an EEO staff member to seek information concerning the EEO complaint process and is still clearly undecided at the end of the initial contact as to whether to proceed with the EEO complaint process, this contact is called an "information inquiry." In accordance with 29 CFR 1614, such contact will be documented by the use of the Information Inquiry Summary.

The aggrieved person must request an EEO Counselor in order to present the employment matter for inquiry within 45 calendar days from the date of the alleged discriminatory event, the effective date of a personnel action, or the date that the aggrieved person became aware or reasonably should have become aware of the discriminatory event or personnel action.

This first phase of the EEO complaint is referred to as the "pre-complaint" process. The pre-complaint process is set in motion when an individual clearly exhibits an intent to proceed with the EEO complaint process. A counselor must be consulted before a formal complaint is filed.

When applicable, employees should also be advised that they may grieve allegations of discrimination under the negotiated grievance procedure (Title 5, United States Code, Section 7121) or through the Merit Systems Protection Board appellate procedures. For the time limits to file complaints under the Merit Systems Protection Board, see 5 CFR Part 1200 et seq.

If you believe you have been discriminated against,
or to report sexual harassment under 10 USC 1561,
contact the EEO Office at (540) 653-7541, 653-0624, 653-4015, or 653-7294.

If you believe you have been treated unfairly but not discriminated against
for any of the protected categories mentioned above,
contact the Labor Employee Relations Office at (540) 653-3221.

Discrimination Complaints Process

FEDERAL SECTOR COMPLAINTS PROCESS 29 C.F.R. PART 1614

Pre-Complaint

Incident

45 Calendar Days

Counselor Contact*
(Elect Either)

ADR

Counseling

90 Calendar Days

30 Calendar Days

* Determine if
information inquiry
or intent to file
EEO complaint.

Notice of Right to File

15 Calendar Days

Formal Complaint

Complaint Filed

180 Calendar Days

180 Calendar Days *

* after last amend or 360 calendar
days after original formal complaint

Complaint Investigated and Notice Issued

30 Calendar Days

(Elect Either)

Hearing Requested

No Hearing Requested

180 Calendar Days

60 Calendar Days

Administrative Judge's (AJ)
Findings and Decision

Agency Findings and Decision
Final Action

40 Calendar Days

Agency Final Action

Complainant has 30 calendar days to file an appeal to the Commission from agency final action or 90 calendar days to file an action in civil court. Complainant may file in civil court 180 calendar days after filing a complaint with the agency or an appeal with the Commission.